



FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-8501 – Fax: 203-794-8552

Matthew S. Knickerbocker, First Selectman

Richard C. Straiton, Selectman

Paul R. Szatkowski, Selectman

Martin J. Lawlor, Town Counsel

Wendy Smith, Office Administrator

Jean Gereg Bradley, Office Assistant

Dionne Craig, Office Assistant

Phyllis Kinsky, HR/Grants Administrator

MEMORANDUM

TO: Lisa Bergh, Town Clerk
FROM: Matthew S. Knickerbocker, First Selectman
RE: Acting First Selectman
DATE: May 12, 2016

Please be advised that I will be out of town/state from Thursday, May 12, 2016 through Tuesday, May 17, 2016.

Selectman Richard C. Straiton is hereby appointed as Acting First Selectman and shall have all powers and responsibilities as set forth in the Sections C5-1 and C5-3 of the Bethel Town Charter during this period.

RECEIVED

2016 MAY 12 A 10:07

TOWN OF BETHEL
TOWN CLERK